

**CRANSTON SCHOOL COMMITTEE**

**PUBLIC WORK SESSION**

**WEDNESDAY, OCTOBER 12, 2011**

**WILLIAM A. BRIGGIS BUILDING (REED CONFERENCE ROOM)**

**845 PARK AVENUE**

**EXECUTIVE SESSION: 6:00 P.M.**

**PUBLIC WORK SESSION IMMEDIATELY FOLLOWING EXECUTIVE  
SESSION**

**PUBLIC MEETING IMMEDIATELY FOLLOWING PUBLIC WORK  
SESSION**

## **AGENDA**

**Call to Order – 6:00 p.m. – Convene to Executive Session Pursuant to  
RI State Laws PL 42-46-5(a)(1) Personnel, PL 42-46-5(a)(2) Collective  
Bargaining and Litigation (Contract Negotiations' Update – Bus  
Drivers/Trades People/Mechanics/Custodians), (Consideration of  
legal options regarding status of aid to education appropriation and  
legal advice relating to the same).**

**1. Executive Session**

**2. Call to Order – Public Work Session**

**3. Roll Call – Quorum**

**4. Public Work Session:**

**a. Monthly Review of Year to Date Expenditures**

**b. Due Process – Policy #5145 (a) – Amended – notation attached**

- 5. Adjourn Public Work Session to Public Meeting**
- 6. Executive Session Minutes Sealed – October 12, 2011**
- 7. Adjournment**

**School Committee Members who are unable to attend this meeting are asked to notify the Chairman in advance.**

**Any changes in the agenda pursuant to RIGL 42-46-6(e) will be posted on the school district's website at [www.cpsed.net](http://www.cpsed.net), Cranston Public Schools' administration building, 845 Park Ave., Cranston, RI; and Cranston City Hall, 869 Park Ave., Cranston, RI and will be electronically filed with the Secretary of State at least forty-eight hours (48) in advance of the meeting.**

**Individuals requesting interpreter services for the hearing impaired must notify the Superintendent's Office at 270-8170 72 hours in advance of the meeting date.**

**Notice Posted: October 7, 2011**

**APPENDIX B (AMENDED – OCTOBER 17, 2011)**

**DUE PROCESS**

**Cranston Public Schools Policy #5145 (a)**

**Due Process Procedures are incorporated into the Disciplinary Procedures for Cranston Students. All students are given a copy of the procedures at the beginning of each school year or when they enroll in the district. Consistent with Rhode Island General Law “each student and his or her parent (guardian) shall sign a statement verifying that they have been given a copy of the student disciplinary code of their respective school district.”**

**If the student and/or parent (s)/guardian (s) are not in agreement with the disciplinary decision made at the school level, the following steps may be taken:**

#### **Level I Dismissal of a Student from Class/Assignment of Detention**

- 1. The student and/or parent (s)/guardian (s) shall be informed of the reasons for removal and assignment of detention by the principal and/or assistant principal.**
- 2. The student and/or the parent (s)/guardian (s) shall be given an opportunity to appeal the action to the principal of the school and present his/her point of view regarding the decision.**
- 3. The principal will render a decision and inform the student and/or parents verbally.**

#### **Levels 2 & 3 Dismissal from the Building/Suspension of Student**

**from School**

**1. The student and/or parent (s)/guardian (s) shall be informed of the reasons for removal from the building or school for a period of time by the administrator in writing, including:**

- incident that has taken place**
- the proposed disciplinary consequence (e.g. notice of intent to suspend)**
- Due Process Procedures**

**2. The student and/or the parent (s)/guardian (s) shall be given an opportunity to appeal to the principal of the school and present his/her point of view regarding the incident.**

**3. The principal shall conduct a hearing regarding the incident and the disciplinary action and render a decision in writing regarding the appeal including:**

- written notice of charges against the student shall be provided to the student and the parent (s)/guardian (s) in their native language by the principal**
- proposed action to be taken by the school administration**
- Due Process Procedure**

#### **Level 4 Appeal of a Disciplinary Action to the Superintendent**

**1. The student and parent (s)/guardian (s) shall have the right to**

**appeal the recommendations of the school principal within ten (10) days of receipt of notice of the action recommended by the principal.**

**2. This notice of appeal must be sent in writing by the parent (s)/guardian (s) to the office of the Superintendent which includes:**

- requesting an appeal hearing**
- listing the reason (s) for the appeal.**

**3. The principal must be notified by the parent (s)/guardian (s) if an appeal is being made to the Superintendent.**

**4. In response to the receipt of an appeal in writing, a hearing will be scheduled by the Superintendent or designee:**

- this student will be invited to be present at the hearing**
- the parent (s)/guardian (s) will be invited to the hearing**
- if the parties appealing the decision of the school administration are represented by legal counsel, the Superintendent's office must be notified twenty-four (24) hours in advance of the commencement of the hearing.**

**5. All parties will be given an opportunity to present their version of the facts and their implications. All parties will be allowed to offer testimony of other witnesses and other evidence relative to the issue.**

**6. The hearing will be conducted by the Superintendent or designated representatives who shall make a determination solely upon the evidence presented at the hearing.**

**7. The hearing officer shall keep a record of the hearing.**

**8. A decision will be rendered within a reasonable time after the hearing and will be forwarded to the parent (s)/guardian (s) in writing in their dominant language.**

### **Level 5 Appeal of a Decision to the School Committee**

**1. The student and parent (s)/guardian (s) shall have the right to appeal to the School Committee the decision at the Superintendent's level within ten (10) days of receipt of the written decision.**

**2. The notice of appeal must be sent by the parent (s)/guardian (s) to the Chairperson of the School Committee:**

- requesting an appeal hearing of the School Committee**
- listing the reason (s) for the appeal**

**3. A copy of the record and written decision at the Superintendent's level will be forwarded to the Chairperson of the School Committee:**

- a hearing shall be held by the School Committee or its designated hearing officer**

- the school system may be assisted in the process by legal representation

4. A decision will be given to the parent (s)/guardian (s) in writing

5. The parent (s)/guardian (s) will have the right to appeal the decision of the School Committee to the Commissioner of Education at the Rhode Island Department of Education.

6. In cases where the parent (s)/guardian (s) appeal the decision of the School Committee, a copy of the decision and record of the hearings will be forwarded to the Commissioner of Education.

File: MyDocs:DueProcess\Appendix B

## **APPENDIX B (ORIGINAL-See change on Pg. 2, Level 5, #3)**

### **DUE PROCESS**

#### **Cranston Public Schools Policy #5145 (a)**

Due Process Procedures are incorporated into the Disciplinary Procedures for Cranston Students. All students are given a copy of the procedures at the beginning of each school year or when they enroll in the district. Consistent with Rhode Island General Law “each student and his or her parent (guardian) shall sign a statement verifying that they have been given a copy of the student disciplinary code of their respective school district.”

**If the student and/or parent (s)/guardian (s) are not in agreement with the disciplinary decision made at the school level, the following steps may be taken:**

#### **Level I Dismissal of a Student from Class/Assignment of Detention**

**1. The student and/or parent (s)/guardian (s) shall be informed of the reasons for removal and assignment of detention by the principal and/or assistant principal.**

**2. The student and/or the parent (s)/guardian (s) shall be given an opportunity to appeal the action to the principal of the school and present his/her point of view regarding the decision.**

**3. The principal will render a decision and inform the student and/or parents verbally.**

#### **Levels 2 & 3 Dismissal from the Building/Suspension of Student from School**

**1. The student and/or parent (s)/guardian (s) shall be informed of the reasons for removal from the building or school for a period of time by the administrator in writing, including:**

- incident that has taken place**
- the proposed disciplinary consequence (e.g. notice of intent to**



**suspend)**

- **Due Process Procedures**

**2. The student and/or the parent (s)/guardian (s) shall be given an opportunity to appeal to the principal of the school and present his/her point of view regarding the incident.**

**3. The principal shall conduct a hearing regarding the incident and the disciplinary action and render a decision in writing regarding the appeal including:**

- **written notice of charges against the student shall be provided to the student and the parent (s)/guardian (s) in their native language by the principal**
- **proposed action to be taken by the school administration**
- **Due Process Procedure**

#### **Level 4 Appeal of a Disciplinary Action to the Superintendent**

**1. The student and parent (s)/guardian (s) shall have the right to appeal the recommendations of the school principal within ten (10) days of receipt of notice of the action recommended by the principal.**

**2. This notice of appeal must be sent in writing by the parent (s)/guardian (s) to the office of the Superintendent which includes:**

- **requesting an appeal hearing**

- listing the reason (s) for the appeal.

**3. The principal must be notified by the parent (s)/guardian (s) if an appeal is being made to the Superintendent.**

**4. In response to the receipt of an appeal in writing, a hearing will be scheduled by the Superintendent or designee:**

- this student will be invited to be present at the hearing
- the parent (s)/guardian (s) will be invited to the hearing
- if the parties appealing the decision of the school administration are represented by legal counsel, the Superintendent's office must be notified twenty-four (24) hours in advance of the commencement of the hearing.

**5. All parties will be given an opportunity to present their version of the facts and their implications. All parties will be allowed to offer testimony of other witnesses and other evidence relative to the issue.**

**6. The hearing will be conducted by the Superintendent or designated representatives who shall make a determination solely upon the evidence presented at the hearing.**

**7. The hearing officer shall keep a record of the hearing.**

**8. A decision will be rendered within a reasonable time after the**

hearing and will be forwarded to the parent (s)/guardian (s) in writing in their dominant language.

#### **Level 5 Appeal of a Decision to the School Committee**

1. The student and parent (s)/guardian (s) shall have the right to appeal to the School Committee the decision at the Superintendent's level within ten (10) days of receipt of the written decision.

2. The notice of appeal must be sent by the parent (s)/guardian (s) to the Chairperson of the School Committee:

- requesting an appeal hearing of the School Committee
- listing the reason (s) for the appeal

3. A copy of the record and written decision at the Superintendent's level will be forwarded to the Chairperson of the School Committee:

- a hearing shall be held by the School Committee or its designated hearing officer
- \*\* a stenographic record of the hearing will be maintained (amended to be removed)
- the school system may be assisted in the process by legal representation

4. A decision will be given to the parent (s)/guardian (s) in writing

5. The parent (s)/guardian (s) will have the right to appeal the decision

**of the School Committee to the Commissioner of Education at the Rhode Island Department of Education.**

**6. In cases where the parent (s)/guardian (s) appeal the decision of the School Committee, a copy of the decision and record of the hearings will be forwarded to the Commissioner of Education. File: MyDocs:DueProcess\Appendix B**